

Red Cedar Canyon Townhouse Association (RCCTA)
Board of Directors Meeting Minutes/Notes
Thursday, August 17, 2017 — 6:00 p.m.
County Market Community Room — Hudson, WI

Meeting minutes/notes are subject to approval by the board at the next meeting.

I. Preliminary matters

- A. Roll call: Called to order at 6:03 p.m. Present: Larry Williamson, president; Gene Hoff, vice president; Mark Meydam, treasurer; Beth Gaede, secretary; Kerry Geurkink, member-at-large. Guest: Linda Carrigan, 75 DWC; Nicole Battles, Cities Management.
- B. Proof of meeting notice: Notice of meeting and agenda sent to board members in advance; no objections.
- C. Agenda adoption: Agenda reviewed and adopted unanimously.
- D. Approval of July 13, 2017, minutes/notes: Due to board members' illness and vacations, the board meeting was cancelled. Updates were previously posted on the Cities Management website.

II. Agenda items

Guest Linda Carrigan, 75DWC: Linda explained sewage problems at her unit and requested that she not be held responsible for the repair bill. The board reviewed the plumbing technician's report and the homeowner's request and denied the request. Nicole will send a letter to the homeowner.

A. Treasurer's report

1. Banking

NW Mutual Reserve fund value went down a bit this month. Kerry will investigate. The reserve fund balance is expected to drop in September because we will pay for the sealcoating from reserves.

2. Invoices and transfers

Mark noted that Green Oasis hadn't billed us in May, so we are paying for two months. Nature's touch replaced some sprinkler heads that were damaged when shrubs were replaced. The water bill was previously approved via email. Lommen Abdo was for consulting about the reserve fund and a homeowner issue. Moved, seconded, approved to pay bills as listed in the report.

3. Unit owner assessment status

\$1,700 of the \$2,920.21 less than 30 days late is for the disputed plumbing charge.

B. Project updates: See attached report.

C. Project discussions

1. Legal matters

No issues needed to be discussed.

2. Landscaping requests (Larry)

- 126170, 199 WCD: Maple will be removed. Owner wants three lilac bushes in the same spot. Denied, but the homeowner can make the request again after the maple is removed next year.
- 749549, 255 WCD and neighbor: Owner wants association to remove and replace a large bush that needs to be trimmed. Request denied for this year. The homeowners may apply to remove and replace it themselves.
- 748377 and others: Larry reports that soffits are being repaired this evening and tomorrow evening.
- 201 WCD: The alcove has been repaired.

3. Lawn repair

252, 257, 261, 263 WCD: The area was hydroseeded twice, and several vendors and researchers have inspected it. The board approved via email paying up to \$500 for repair, and Larry received two bids, the lower for \$2200 (minus 5.5% sales tax, to be paid by the vendor). Moved, seconded, and approved to accept the low bid with the condition that the vendor guarantee the work. The project will be paid for out of the sod budget.

4. Tree trimming

Larry received a bid on work identified by the Landscaping Committee, to be done this fall, for \$3,692.50. Mark identified \$3,508.00 in available budget lines. Moved, seconded, and approved to accept this bid. Thanks to the Landscaping Committee for their work on this project. They're a huge help!

5. Gutter repair

Larry will be meeting with All Exteriors, a gutter company, on August 23 to discuss repairs at 237 WCD.

6. Reserve Fund (Kerry)

Kerry prepared an analysis of the association's reserve fund investment options: all bank CDs, brokerage account (our current status), and investment advisory account. Each option has pros and cons. She prepared a Request For Information letter and located a list of local financial advisors. The board encouraged Kerry to send the RFI to the identified vendors.

7. Nominating Committee

The board nominated Gene Hoff and Mark Meydam for the positions that will be open at the end of October.

8. Annual meeting planning

The board agreed that we would like to have Brent present for the meeting, if possible. Larry will contact him. Larry will announce at the beginning of the meeting that the purpose of the meeting is to discuss *association* business. Homeowners who wish to discuss individual property issues should work with Cities Management through a modification or maintenance request. Homeowners who wish to speak during the question period may do so for up to two minutes. (Nicole will keep time.) Board members may respond at the meeting or later in writing.

9. 2018 budget

Mark has been adding information to the budget as bids come in, and the board decided which projects, beyond ongoing maintenance, we plan address next year. Mark and Nicole will review the draft budget to determine whether there are any projects that could be paid for out of reserve funds.

10. Homeowner Association mail boxes

The overall association will be discussing on Tuesday, August 22, whether they will be funding mailbox replacements.

III. Agenda items for next board meeting (September 21, 2017): 2018 budget, 2017 reserve study, legal matters, landscaping, tree trimming, mail boxes, Cities Management website

IV. Next meetings

- *Regular board meeting*: Thursday, September 21, 2017, 6:00 p.m., County Market Community Room
- *2017 association annual meeting*: Tuesday, September 26, 2017, 6:30 p.m., Woodland Hill auditorium, 441 Stageline Road (east of Hudson Hospital)
- *Regular board meeting*: Thursday, October 19, 2017, 6:00 p.m., County Market Community Room

V. Adjournment: The meeting adjourned at 8:21 p.m.

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B. Project updates

1. G. W. Handyman Service repaired alcove soffit @ 201 WCD and upper front soffit @ 207 WCD. Company will finish soffit repair @ 201 WCD, overhang on patio, right side corner; 189 WCD, two panels in alcove and one on patio overhang, left side corner; 77 DWC, patio overhang, left side corner. This work will be done the evenings of August 14, 15, and 16, weather permitting.
2. Quality Sealcoating completed the following townhouse driveways and joints with patch work, crack filling, and sealcoating at: 39, 37, 41, 43, 45, 47, 55, 53, 51, 49, 63, 61, 59, 57, 71, 69, 67, 65, 73, 75, 77, 79, 83, 81, 145, 146 all on DWC; and at WCD 197, 199, 201, 203, 213, 211, 209, 207, 215, 217, 219, 221, 231, 229, 225, 223, 233, 235, 237, 239, 247, 245, 243, 241, 249, 251, 253, 255, 257, 259, 261, 263. The board thanks the homeowners for their cooperation.
3. Green Oasis repaired patch on hillside with sod at no charge.
4. Welcome, Miriam Petry, new owner at 117 DWC.
5. Volunteer unplugged downspout on patio @ 103 DWC.
6. The board made the following decisions via email.
 - July 26, 2017: Accepted bid of \$510 for repair of soffits @ 189 and 201 WCD and block retaining wall @ 77 DWC.
 - July 28, 2017: Approved payment of \$5,425.25 for the City of Hudson water and sewer invoice, due before the August board meeting.
 - July 31, 2017: Approved landscaping modification @ 161 WCD at homeowner expense.
 - July 31, 2017: Approved bid of \$2000 for asphalt repair @ 113 DWC.
 - August 2, 2017: Approved up to \$500 to repair lawns @ 251, 257, 261, and 263 WCD.
 - August 14, 2017: Approved landscape modification @ 263 WCD. Homeowner assumes all responsibility for future work on the installation.

RED CEDAR CANYON TOWNHOUSE ASSOCIATION

Treasurer's Report for July 2017

Submitted August 17, 2017

RED CEDAR CANYON TOWNHOUSE ASSOCIATION		
Banking Report as of 7/31/17		
Reported 8/17/2017		
Checking account (Westconsin and Cities Mgt)	starting balance	\$41,609.19
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$39,100.39
Reserve Savings account (Cities Mgt)	starting balance	\$147,366.30
	ending balance	\$158,419.00
Northwestern Mutual Reserve Account	starting balance	\$292,420.86
	ending balance	\$292,244.24
Total operating balance		\$39,100.39
Total reserves		\$450,663.24
Total all funds		<u>\$489,763.63</u>

Bills and Transfers Requiring Board Approval

1. Transfer to Reserves	\$11,004.00
2. American Family	\$3,192.70
3. Cities Management July Property Management	\$1,419.00
4. Green Oasis	\$13,875.88
May Contract	6,937.94
July Contract	6,397.94
5. Nature's Touch	\$1,185.00
June & July service contract	520.00
Sprinkler head replacements	580.00
Service calls to adjust water schedule	85.00
6. New Richmond Tree Service	\$543.33
137 and 185 tree removal, stump grind	

7. One hour Heating and Air		\$291.00
Spicket Repair 175 DWC	291.00	
Note: Association pays \$192 per spicket. The balance is assessed to the homeowner. \$99 of the above cost will be assessed to homeowners.		
8. City of Hudson		\$3,720.34
April – June Water bills (approved previously via email)		
9. Advanced Disposal		\$3,818.60
July – Sept Refuse and Recycling	\$3,797.29	
Supplemental Charges	\$21.31	
10. Green Oasis		\$1,107.75
2 nd reseedling of grass (approved previously via email)		
11. Lommen Abdo		\$475.00
12. SavaTree		\$761.76
1 st treatment	\$381.62	
2 nd treatment	\$380.14	

Owner Assessments

As of 8/17/2017 there are 14 property owners who are behind in their payments to the association. The total amount owed to the association is \$6,517.16. This is broken down as follows:

Less than 30 days late =	\$2,920.21
Over 30 days late =	\$2,793.95
Over 60 days late =	\$698.00
Over 90 days late =	\$105.00
 Total	 \$6339.42

Notes:

None

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - August 17, 2017				
Actuals until July 2017 Projections thru Dec 17				
Month	Reserve Savings Acct	Reserve Investment Acct	Total	Change from previous month
December-17	179,610.00	292,244.24	471,854.24	11,004.00
November-17	168,606.00	292,244.24	460,850.24	11,004.00
October-17	157,602.00	292,244.24	449,846.24	11,004.00
September-17	146,598.00	292,244.24	438,842.24	11,004.00
August-17	135,594.00	292,244.24	427,838.24	-22,825.00
July-17	158,419.00	292,244.24	450,663.24	10,876.08
June-17	147,366.30	292,420.86	439,787.16	9,800.33
May-17	137,706.20	292,280.63	429,986.83	10,947.72
April-17	127,940.70	291,098.41	419,039.11	12,186.96
March-17	116,924.73	289,927.42	406,852.15	10,910.38
February-17	155,907.26	240,034.51	395,941.77	13,493.16
January-17	144,889.49	237,559.12	382,448.61	12,696.17
December-16	133,871.36	235,881.08	369,752.44	22,510.88
November-16	112,500.56	234,741.00	347,241.56	12,097.49
October-16	101,485.76	233,658.31	335,144.07	10,526.37
September-16	90,417.74	234,199.96	324,617.70	7,956.77
August-16	82,672.35	233,988.58	316,660.93	11,827.91
July-16	71,660.36	233,172.66	304,833.02	12,875.86
June-16	60,649.51	231,307.65	291,957.16	-54,436.10
May-16	116,349.78	230,043.48	346,393.26	-53,107.20
April-16	171,900.16	227,600.30	399,500.46	11,004.00
March-16	160,896.16	227,600.30	388,496.46	3,992.72
February-16	161,825.10	222,678.64	384,503.74	-199.34
January-16	161,730.38	222,972.70	384,703.08	8,812.65